CITI Instructions

Registering and How to Use

Go to: https://CITIprogram.org or https://about.citiprogram.org/en/homepage/

Last updated: 6/13/17
Last checked for accuracy: 6/13/17
First Time - Registering
Do not select Independent Learner Registration.
CITI - Learner Registration - College of Charleston

Steps: 1 2 3 4 5 6 7

Personal Information

* Indicates a required field.

* First Name

* Last Name

* Email Address

* Verify email address

We urge you to provide a second email address. If you have one, in case messages are blocked or you lose the ability to access the first one. If you forget your username or password, you can recover that information using either email address.

Secondary email address

Verify secondary email address

Continue To Step 3
You may type in any User Name and Password. This does not have to match your College of Charleston log in credentials.

If you forget, you can retrieve your credentials from the log in screen.
CITI - Learner Registration - College of Charleston

Steps: 1 2 3 4 5 6 7

* indicates a required field.

* Country of Residence

Search for country: Enter full or partial name (e.g., "United States") OR your country's two or three character abbreviation (e.g., "US", "USA"), then pick from the list of choices provided.

- United States

Continue To Step 5

Need Help? Support Center
Select NO for Continuing Education credit.
Please provide the following information requested by College of Charleston:

* Indicates a required field.

**Department Or Division**

Program And Major, If Applicable

**Status**

**Role Requiring This Training**

**Is This Biosafety Training For A Course Requirement?**
- Yes
- No

If Yes, Provide Course Number And Instructor's Name.

**Is This Biosafety Training For A Research Project?**
- Yes
- No

If Yes, Provide Protocol Title And Principal Investigator's Name.
Answer the questions 1 through 5 on the following pages.
Will you be working with HUMAN RESEARCH PARTICIPANTS?

Questions regarding Human Participants Research course requirements should be addressed to Research Protections & Compliance at the College of Charleston (compliance@cofc.edu).

If this is your FIRST time completing CITI Program training in human subjects participants research OR you need to complete additional modules, choose ONE learner group below based on the type of human subjects research activities you will plan to conduct.

In addition to the required modules in each course there are optional modules that you can complete based on your interests or research plans. You may be required to complete additional courses at a later date if your research changes.

Choose all that apply

- [ ] No
- [ ] Yes - Complete the section below.

Choose only ONE.

- [ ] Exempt Applications Only
- [ ] Research Methods Class - For class work only, not sufficient for submitting an IRB Application
- [ ] Basic
- [ ] Research in Schools
- [ ] Research with Children (outside schools)
- [ ] International Research
- [ ] Research with Vulnerable Participants
- [ ] Research with Prisoners
- [ ] Research in Medical Settings
- [ ] Research in the Workplace
- [ ] IRB Members

If your CITI certification HAS EXPIRED OR IS DUE TO EXPIRE, complete the appropriate refresher course.

- [ ] Refresher for Researchers
- [ ] Refresher for IRB Members
Will you be working with VERTEBRATE ANIMALS?

Students must discuss their required training with their class instructor or research mentor. Other questions regarding animal welfare training requirements should be addressed to Research Protections & Compliance at the College of Charleston (compliance@cofc.edu).

Important: If you are working with any biohazards or genetically modified animals, you will also need to complete biosafety training. See Question 3, items B. and C.

Choose all that apply:
- No
- Yes - Complete the section below.

Choose all that apply:
- IACUC Members
- Institutional Official
- Principal Investigators/Other Personnel
- Students Working with Animals
- Wildlife Research

**Animal Specific Courses**
- Amphibians
- Fish
- Mice
- Rats
- Reptiles
- Zebrafish
Not sure if your project involves **BIOHAZARDS**?

Learn more at the ORGA website:

http://research.cofc.edu/administration/research-protections-and-compliance/biohazards-biosafety-ibc.php
Do you need to complete Responsible Conduct of Research (RCR) training?

RCR Training is not required for IRB or IACUC certification. Questions regarding your Responsible Conduct of Research training should be addressed to your RCR training coordinator (Eileen Callahan - compliance@cofc.edu) Research Protections and Compliance (compliance@cofc.edu).

Choose all that apply

- [ ] No
- [ ] Yes - Complete the section below.

Select one or more RCR Courses.

- [ ] Biomedical Researchers
- [ ] Social, Behavioral, and Education (SBE) Researchers
- [ ] Physical Science Researchers
- [ ] Humanities Researchers
- [ ] Research Administrators
- [ ] Research Ethics and Society module only
Do you need to complete Conflict of Interest (COI) training?

FCOI Training is not required for IRB or IACUC certification. Questions regarding your Financial Conflict of Interest course requirements should be addressed to your FCOI training coordinator (Eileen Callahan - compliance@cofc.edu) Research Protections and Compliance (compliance@cofc.edu).

Choose one answer

- No
- Yes - selecting "Yes" will take you to three modules to complete.
Welcome to the CITI Program. Your registration with College of Charleston is complete.
Logging in and Navigating CITI

LOG IN

LOG IN THROUGH MY INSTITUTION

REGISTER

Username
Forgot?

Password
Forgot?

Log In

Need Help? Support Center
This section will show the courses you have selected.

You can change or add courses here.
My Profiles

CITI Program
Collaborative Institutional Training Initiative

Main Menu | My Profiles | My CEUs | My Reports | Support

Main Menu > My Profiles

› CITI Program Profile
› College of Charleston Profile
My Reports

NOTE: The My Reports section now provides access to course completion data for both your current active affiliations and for past affiliations that are no longer active.

### College of Charleston Reports

#### Basic/Refresher Course - Human Subjects Research

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<th>Stage</th>
<th>Completion Report #</th>
<th>Passing Score</th>
<th>Your Score</th>
<th>Start Date</th>
<th>Completion Date</th>
<th>Expiration Date</th>
<th>Completed Modules</th>
<th>Completion Record</th>
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#### Social, Behavioral, and Education (SBE) Researchers/RCR

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</tbody>
</table>
Questions?

College of Charleston Contact:

compliance@cofc.edu